

Role Descriptions

Volunteer Director [1]

- Responsibilities
 - Organize and coordinate the volunteers to fill food hamper requests, scheduling office hours for the food bank, scheduling volunteer meetings
 - Responsible for organizing volunteer appreciation events
 - Previous experience volunteering with Food Support Services or the USC is preferred, but not necessary

- Expected Commitment
 - 3-5 hours / week
 - 3 hours/week managing the food bank + 2 hours/week of committee responsibilities (can work on committee responsibilities during food bank hours if there are no hamper requests or visitors in the food bank)

Logistics and Events Director [1]

- Responsibilities
 - Manage FSS events such as the Food for Thought Gala, De-Stress Events, and Food Drives
 - Organize and coordinate events volunteers to run scheduled events
 - Develop and implement new initiatives related to food security, food stability, and hunger reduction
 - Assist the FSS Coordinator with managing inventory and donations from external events (i.e. food drives)

- Expected Commitment
 - 3-5 hours / week
 - 3 hours/week managing events + 2 hours/week of committee responsibilities (can work on committee responsibilities during food bank hours if there are no hamper requests or visitors in the food bank)

Marketing and Outreach Director [1]

- Responsibilities
 - Develop a comprehensive, yearly strategy for FSS' social media and communication channels (e.g., Facebook, Twitter, FSS microsite)
 - Manage the FSS' social media platforms and communication channels to increase awareness of and engagement with FSS' services and events, as well as food-related issues on campus and in the community
 - Assist the FSS Coordinator with developing new educational and outreach initiatives with the university, student organizations, and the City of London

- Expected Commitment
 - 3-5 hours / week

- 3 hours/week managing social media + 2 hours/week of committee responsibilities (can work on committee responsibilities during food bank hours if there are no hamper requests or visitors in the food bank)

Good Food Box Director [1]

- Responsibilities:
 - Facilitating the implementation of the Good Food Box Program at Western
 - Working with the Social Media and Outreach Director to promote the Good Food Box on campus
 - Organizing with Good Food Box London drop off dates, and with clients their pick up dates (liaising between Good Food Box London and clients)
- Expected Commitment
 - 3-5 hours / week
 - 3 hours/week managing the Good Food Box program + 2 hours/week of committee responsibilities

Food Bank Volunteers [10-15]

- Responsibilities
 - Manage the food bank for a minimum of 2 hours/week (hampers / office hours), which includes filling hampers, overseeing the food bank, and helping clients
- Expected Commitment
 - 2 hours / week managing the food bank

Events Volunteers [5-6]

- Responsibilities
 - Assist with managing FSS events such as the Food for Thought Gala, De-Stress Events, and Food Drives
 - Assist the Events Director in planning new events surrounding food security, food waste, and hunger reduction
- Expected Commitment
 - 2 hours / week, more hours if needed during weeks with events

Marketing and Outreach Volunteers [2-3]

- Responsibilities
 - Assist the Marketing Director in developing a comprehensive, yearly strategy for FSS' social media and communication channels (e.g., Facebook, Twitter, FSS microsite)
 - Create social media posts on different platforms (e.g. Facebook, Instagram) to increase awareness of and engagement with FSS' services and events
- Expected Commitment
 - 2 hours / week